



ISRA UNIVERSITY

Office of the Registrar

IU/RR-10/N/2020/1100

February 21, 2020

NOTIFICATION

It is notified for information of all the concerned that, on the recommendations of the Academic Council made in its 21st meeting, held on 01-02-2020, the Board of Governors in its 43rd meeting, held on 15-02-2020 has approved the Regulations-2020 regarding semester system of examination for undergraduate degree programs in the Faculty of Allied Medical Sciences, made under section 22 (1) (iii) of Isra University Act, 1997. These Regulations shall come into force, with effect from, spring semester January / February 2020 (copy attached).

The regulations shall be applicable to all students enrolled in various undergraduate degree programs under Faculty of Allied Medical Sciences throughout the University.

These regulations repeal the earlier regulations regarding undergraduate degree program in Faculty of Allied Medical Sciences.


Registrar

Cc.

To all concerned.

Regulations-2020 regarding Semester System of Examination for undergraduate degree Programs in the Faculty of Allied Medical Sciences made under section 22(1) (iii) of the Isra University Act, 1997

1. Short Title:

These Regulations shall be called, “The Isra University Regulations 2020 for Semester System Examination of undergraduate Programs in the faculty of Allied Medical Sciences”

2. Commencement:

These Regulations shall come into force from spring semester (January/February) 2020.

3. Definitions:

In these Regulations, unless there is anything repugnant in the subject or context, each definition listed below when appearing in the text shall begin with a capital letter to convey its reference to the original word/words it is defining:

- a) ‘University’ means ‘**Isra University**’
- b) **Academic Adviser.** A Faculty Member to be appointed by the Head of the Institute(HOI)or Head of the Department(HOD) for guiding and counseling students and for supervising their academic performance.
- c) **Academic Program.** A program of studies which leads to the award of a university Degree to the students, after successful completion of all its requirements.
- d) **Assignment.** A written descriptive answer to a question or a number of questions which the students are required to submit during a semester.
- e) **Contact Hour.** A period of sixty minutes with a minimum of fifty minutes spent on academic and research related activities including interactive instructional work, tutorials, lab work (practicals), research work, projects, seminars, workshops, internships etc during the course of studies at the University.
- f) **Credit Course.** A course of study, successful completion of which shall be a requirement for earning a degree.

- g) Cumulative Grade Point Average (CGPA).** The summation of Grade Points of all Credit Courses divided by the total number of Credit Hours taken by a student beginning from his admission till the last examination held.
- h) Terminal Examination.** The terminal examination given at the end of semester.
- i) Full Course Load.** The total load of a semester in terms of Credit Hours as prescribed by the HEC/University.
- j) Grade Point.** Number of points scored by a student in a subject represented by letter grade.
- k) Quality Points:** Quality points calculated by multiplying the grade point with credit hours of the course.
- l) Grade:** The award to the student based on his/her academic performance is called Grade.
- m) Letter Grade.** One of the letters–A,B,C,D &F–assigned as an evaluation of overall academic performance in a course. Passing Grade may carry a plus (+) suffix to indicate a performance better than the parent Grade. Additionally, two other Letter Grades – I (Incomplete Course) and W (Withdrawal from Course) – will indicate, on the Transcript, the status of a course when not completed or withdrawn.
- n) Credit Hour.** The unit measuring educational credit, usually consisting of one weekly period lasting approximately one contact hour. For practical work/clinical practice, the period duration is three contact hours per week.
- o) Grade Point Average (GPA).** The summation of grade points of all Credit Courses divided by the total number of Credit Hours taken by a student during a semester.
- p) Mid-Term Examination.** Examination conducted on completion of 1st half of the semester to assess academic progress of a student.

- q) Misconduct by Student.** An action unbecoming of a student, to bring or attempt to bring political or other outside influence directly or indirectly to bear on the University or any employee or student of the University.
- r) Non-Credit Course.** A course of study, successful completion of which shall not be a requirement for a degree.
- s) Pre-Requisite.** A course that a student must complete before being registered for subsequent higher course.
- t) Quizzes.** Number of tests written or oral conducted frequently in each course at irregular intervals throughout the semester.
- u) Student.** A person who is registered as a regular student for a degree program.
- v) Course.** A topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester.
 - a) Transcript.** An official document of a student issued by the office of Controller of Examinations on completion of degree program.

4. The Semester System:

The University shall follow the semester system of Examination for undergraduate Program in the Faculty of Allied Medical Sciences.

a) Semester Duration:

Each regular semester spans over eighteen (18) weeks of teaching, (inclusive of 2 weeks for terminal exams). Summer semester will be of eight (8) weeks of concentrated study for completing remedial course work. The semester commencing in January/February is called Spring Semester, and the one starting in August/September is the Fall Semester.

b) Program Duration:

| Duration | Minimum Duration | Maximum Duration |
|-------------------------|-------------------------|-------------------------|
| 2-years degree programs | 2-years | 3-years |
| 4-years degree programs | 4-years | 6-years |
| 5-years degree programs | 5-years | 7-years |

Note: Further extendable to one year with approval of the competent statutory body.

c) Summer semester:

Summer semester (only for deficiency/failure/improvement/short attendance/improvement courses) will be offered as an optional semester of eight (08) week's duration. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 09 credit hours during summer.

5. Standing Committees:

a) Attendance committee:

There shall be an attendance committee comprising of following:-

- | | | |
|-------------|---|-------------------------|
| i) | Head of institute | Chairperson |
| ii) | Senior faculty member nominated by HOI | Member |
| iii) | Controller of examinations/Addl. Controller of Examinations as the case may be. | Member/Secretary |

Students are required to maintain at least 80% attendance in their theory, laboratory and tutorial classes. Those who fail to keep up the required attendance in the subject will not be allowed to appear in the semester examination of that course. In hardship cases, the committee consisting of the above members will examine the cases and recommend to the Vice Chancellor/ Pro-Vice chancellor for grant of exemption up to 05%:

b) Equivalence Committee. There shall be an Equivalence Committee comprising of the following:

- | | | |
|-------------|--|--------------------|
| i) | Head of institute | Chairperson |
| ii) | Senior faculty member nominated by HOI | Member |
| iii) | Academic Advisor | Member |

The Committee will scrutinize all applications for transfer of credits and to determine their equivalence status in the light of

HEC/Isra University rules. Committee will recommend to Vice chancellor/Pro vice chancellor as the case may be for approval.

6) Grading System

- i) **Level of performance:** The students' performance is evaluated in terms of grades. These grades indicate the level of performance as described below:

| Grade | Level of Performance |
|-------|----------------------|
| A | Excellent |
| B | Very Good |
| C | Good |
| D | Satisfactory |
| F | Fail |

- ii) **Grade Points:**

Each grade is assigned quality points per credit as under:

| Grade | Grade points |
|--------|--------------|
| A+ & A | 4.00 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.00 |
| B- | 2.67 |
| C+ | 2.33 |
| C | 2.00 |
| C- | 1.67 |
| D+ | 1.33 |
| D | 1.00 |
| F | 0.00 |

Note: Quality points are determined by multiplying the value of grade earned by a student with the credit hours of the course. e.g. If a student obtained "B" grade for a two credit hour course the Point will be calculated as under

$$Q.P=3 \times 2=6$$

- iii) **Grade Equivalence:**

Equivalence of letter grade with mark percentage as under:

| Grade | Equivalent Marks % |
|-------|--------------------|
|-------|--------------------|

| | |
|----|--------------|
| A+ | 91 and Above |
| A | 86-90 |
| A- | 82-85 |
| B+ | 78-81 |
| B | 74-77 |
| B- | 70-73 |
| C+ | 66-69 |
| C | 62-65 |
| C- | 58-61 |
| D+ | 54-57 |
| D | 50-53 |
| F | Below 50 |

iv) Grade Point Average (GPA):

Grade Point Average is an expression for the average performance of a student in the courses he/she has taken during a particular semester. This is calculated by the Quality Points of all the courses taken in a semester, divided by the total number of credit hours.

$$\text{GPA} = \frac{\text{Sum of quality points}}{\text{Sum of credit hours}}$$

v) Cumulative Grade Point Average (CGPA):

Cumulative grade Point Average is the expression that describes the performance of a student over all the semester.

$$\text{CGPA} = \frac{\text{Sum of quality points earned in all semesters}}{\text{Sum of the credit hours registered in all the semesters}}$$

7) Examinations:

- i) In each semester, student is required to appear in quizzes, tests, midterms, terminal examinations, presentations (individual/group), group discussion, and submit projects/assignments/lab reports etc. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. This weightage may be determined on the basis of following guidelines:

| Nature of examination | Weightage |
|--------------------------------|-----------|
| Sessional work before mid-term | 15% |
| Mid Semester Examinations | 25% |

| | |
|-------------------------------|-----|
| Sessional work after mid-term | 15% |
| Terminal Examination | 45% |

Note: Sessional examination includes CATS, quizzes, Assignments, tests, projects, presentations, lab reports and Viva.

ii) Mid semester examination

- a) Objective type question paper for the mid semester examination will comprise of 20 MCQs carrying 20 marks, to be solved in 20 minutes.
- b) Subjective type question paper for the mid semester examination will consist of 3 essay type questions or Extended Matching Questions (EMQs) carrying 10 marks each to be solved in one-hour.
- c) Practical examination will be conducted for one hour.

iii) Practical Examination:

Practical examination i.e. Task Oriented Assessment of Clinical Skills (TOACS), Objectively Structured Clinical Examination (OSCE), Objectively Structured Practical Examination (OSPE), Team Based Learning (TBL) consist of interactive and non-interactive stations of each subject or lab experiment or long/short cases or viva voce or both as the case may be.

iv) Terminal semester examination

- a) Objective type question paper for the end semester examination will comprise 50 MCQs carrying 50 marks to be solved in 50 minutes.
- b) Subjective type question paper for the end semester examination will consist of 5 essay type questions or Extended Matching Questions (EMQs) carrying 10 marks each to be solved in one –hour and thirty minutes.
- c) Practical examination will be conducted for two hours

v) Exemption: There shall be no exemption from mid semester or terminal semester examination. Any student not appearing in an examination shall be marked absent in that examination.

vi) If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

Vii) Academic standing: A student having CGPA of less than 2.00 shall be placed on probation. The probation committee consisting of the following members will take decisions on merit with approval of Pro-Vice Chancellor.

- a) Head of institute(HOI) **Convener**

- b) Senior faculty member nominated by HOI **Member**
- c) Controller of Examinations/Addl COE **Member/Secretary**
as the case may be.

viii) Registration for summer Course(s):

Summer session will comprise of maximum eight weeks.

- a) A student is allowed to register course(s) during the summer session but he/she can register herself/ himself in the summer session with the consent of concerned teacher/Academic Advisor in the courses in which he/she has failed or desire to improve the grade.
- b) The student who is in the final semester and has any short fall in the course(s) may be permitted to register in such course(s) to complete his/her requirement
- c) The student will not be allowed to take course(s) more than 9 credit hour in the summer session.
- d) A student will not be allowed to register simultaneously for internship along with the courses during summer session. He/She can only be registered in internship during summer session.

Note: All the special situations specified above must apply collectively and should not be read in isolation.

8) Withdrawal from courses:

Student(s) may withdraw from one or more courses with approval of their head of the department during the third to sixth week of a semester. In such situations a (W) grade appears on their transcript. Any withdrawal after the sixth week entails the award of (F) grade.

09) Repetition of courses:

- a) Student who has failed or has short attendance or taken C- grade in any semester can repeat the course in the summer semester as well as regular semester
- b) The better grade will be accepted in repeated courses.
- c) Student can repeat maximum no of 4 courses for 2 year degree program, 08 courses for 4 year degree program and 10 courses for 5 year degree program.
- d) Failed student is given chance to clear the subject(s) within permissible duration allowed under HEC or other Statutory Regulatory Authority rules.
- e) Student may add and drop course within specific credit limits, only during first two weeks of semester. No such activities permissible beyond this time.

f) Incomplete grade:

The incomplete (I) grade will be awarded to the student in a course if he/she does not complete course work within the prescribed time limit. Such cases to be referred to the committee consisting of the following members for its recommendations to Pro vice chancellor for consideration and approval.

- | | | |
|-------------|--|-------------------------|
| i. | Head of institute(HOI) | Convener |
| ii. | Senior faculty member nominated by HOI Member | Member |
| iii. | Academic Advisor | Member |
| iv. | Controller of examinations/Addl COE as the case may be. | Member/Secretary |

Such student will be required to appear in the subject in which he/she has been awarded (I) grade in the next semester. In case he/she fails to do so, incomplete (I) grade will be automatically converted to (F) grade. The Grade Point Average of a student for a semester will be calculated by excluding the incomplete (I) grade and it will be re-calculated when a regular grade is awarded in that course.

10) Freezing of semester

- i)** If a student freezes a semester(s), he/she will resume his/her studies from the same stage where he/she left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
- ii)** If a student is not enrolled in any course in a semester, he/she will not be considered a regular student of university in that period. The student may then enroll in these courses in a subsequent semester; however, he/she will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.
- iii)** The maximum duration of freezing is two semesters; but hardship cases can be considered by the competent authority.
- iv)** Freezing of first semester is normally not allowed however, under special hardship circumstances, listed below freezing of first semester can be considered with the approval of Vice Chancellor/ Pro-vice Chancellor.
 - Iddat
 - Maternity/Delivery
 - Death in immediate family
 - Any other solid reason to the satisfaction of VC/Pro VC.
- v)** If student(s) interrupt their study program for longer than one semester, upon their return all the credits already earned by them are evaluated by the concerned Equivalence Committee to determine their relevance to the changes in curriculum if any. They may be required to revise their degree plan to ensure conformity with the latest version of the curriculum.

11) Left over courses:

A student who has completed normal tenure of a degree program may register for left over courses in the following semester. He/She may pay semester fee and register minimum 9 credits to be a regular student or in special conditions register for less than 9 credits with the permission of VC/PVC and pay tuition fee per credit.

12) Admission retention fee:

- i)** A student who has completed courses but has not submitted required project may seek prior permission to take a break in the program for one to two semesters. If allowed to do so he/she shall be required to pay admission retention fee amounting to 10% of the tuition fee for each semester that he/she takes the break.
- ii)** A student who has completed courses but has not submitted required project takes a break in the program without prior permission for one to two semesters and later seeks permission to continue his/her degree program if allowed to do so, shall be required to pay admission retention fee amounting to 40% of the tuition fee for each semester that he/she took the break.

13) Transfer of Credit Hours:

The credits of the subject completed by the migrated student at his/her previous institution can be transferred provided that he/she has got minimum grade C or 62% marks in that subject under course studied by the student at the previous institution should be equivalent to the course offered at the Isra University. Moreover, at least half of the courses credits will have to be earned by him/her at Isra University.

14) Final Year Project:

The student is required to start work on a project (where applicable) allocated to him/her during the second last semester of the last year under the supervision of the Head of institute or the senior teacher appointed by HOI.

At the beginning of second last semester of studies the Head of the Institute will place student or group of students under supervision of senior faculty member(s) for preparation of Individual Final Year Project. Students will conduct research on a selected topic and prepare a project proposal as per guidelines of the University under supervision of the supervisor.

The HOI will approve the research topic after the successful presentation of research project proposal. During the final semester of studies, the supervisor will issue a certificate of satisfactory completion of the report and submit it to the HOI who will set up a panel of internal and external examiners for evaluation of reports and conduct open defense. The report will be assigned a grade as per other subjects in the degree program.

15) CGPA Requirement for the Completion of Degree:

For completion of the degree, the minimum qualifying CGPA for award is 2.00. In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of final Semester, he/she may be allowed to get re-enrolled/Registered in one or more courses, in which his/her Grade is below C, along with the forthcoming semester, provided that he/she is not debarred for the program from the University.

16) Retotaling of Marks in the Answer Book:

- i)** The answer book of a candidate shall not be re-assessed under any circumstances. However the Controller of Examinations/Addl COE can arrange for checking of totaling of marks in the Answer Book by any faculty member from the relevant discipline /examination officer in the complaint/request of the student, who shall see that:
- a)** There will be no computational mistake in the grand total on the title page of the answer book. The total of various parts of a question has been correctly made at the end of the each question.
 - b)** All total has been correctly brought forwarded on the title page of the answer book. No portion of any answer has been left unmarked.
- i)** The candidate or anybody on his/her behalf has no right to see or examine the answer book.
- ii)** The marks of the candidate could even decrease in light of (i)(a) above. In the event of reduction of marks the record shall be corrected accordingly and revised transcript be issued.

17)Cancellation of enrolment:

If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

18)Probation:

Probation is a status granted to the students whose academic performance falls below the minimum university standard.

- i)** The student acquiring less than 2.00/4.00 CGPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.0 CGPA in the next semester and he/she will be put on probation for the next semester.
- ii)** The student acquiring CGPA between 1.7 to 1.9 but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They will have to be registered for summer semester to improve the grade.
- iii)** Students acquiring CGPA less than 1.7 in two consecutive semesters and failing in any paper(s) even after attending summer semester for one

academic year will be dropped from university rolls. However, he/she will be eligible to seek fresh admission.

- iv) Students on probation in two consecutive semesters even after attending summer semester in one academic year will take fresh admission in that particular academic year once only.
- v) There will be maximum two academic probations in undergraduate degree program. Both the probations cannot be granted/availed in first half of the degree program. A student who is on probation 2nd time even after attending summer semester in first half of degree program shall be struck off from roll of university. However, he/she can take fresh admission only once during degree program.
- vi) In case of valid reason/excuse, the period of study may be extended for one additional year (Two Semester) in all university programs. The student(s) who will not complete studies within stipulated periods including extension shall be struck off from the roll of the university. The student who has been given the right to extend the duration of study for one additional year is required to pay semester registration fee along with normal fee for that academic year.

19) House job:

House job (Where applicable) of one year duration in a recognized institute is compulsory. On successful completion of house job a certificate to this effect will be issued by HOI.

20) Courses:

The courses for the program are required to meet the minimum requirements laid down by National Curriculum Review Committee (NCRC) of Higher Education Commission (HEC) from time to time and approved by the statutory body of Isra University.

21) Final transcript:

Final transcript for the award of degree includes following information:

- i. Name of Student (Front Side)
- ii. Father's Name (Front Side)
- iii. Date of Birth (Front Side)
- iv. Registration No./Roll No. (Front Side)
- v. Date of Admission into Degree Program (Back Side)
- vi. Date of Completion of Degree Requirements (Back Side)
- vii. Basic Admission Requirement of the Program (Back Side)
- viii. Previous Degree Held by the Student alongwith Institution Name (Back Side)

- ix.** Semester Wise Break-up with Dates (Front Side)
- x.** Subjects Detail alongwith Credit Hours (Front Side)
- xi.** Credit Hours Exempted/Transferred (Front Side)
- xii.** GPA/CGPA and Overall Percentage Against Earned CGPA (Front Side at the End of the Transcript)
- xiii.** Picture of the Applicant be printed on Transcript. (Front Side)
- xiv.** CNIC No. for Pakistani and Passport No. for Foreign Students (Back Side)
- xv.** Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- xvi.** Charter Date of the University/DAI may be Mentioned.(Back Side)
- xvii.** Name of Campus/College be Mentioned (Back Side)

22) Modification:

These Regulations are subject to modifications by the concerned authority as may be deem appropriate from time to time.

23) Repeal:

These regulations repeal the earlier regulations regarding undergraduate degree program in faculty of Allied Medical Sciences.